



সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

গোপালগঞ্জ শাখা, গোপালগঞ্জ।

Phone: 02-6685519

Email: brgopalgonj@sonalibank.com.bd, sbl61010@gmail.com

No.GOPA/STB./

Dated: 04 May, 2017

SURESH BISWAS(C-38227)

Passport No: BN 0204875

Senior Officer (IT)

Sonali Bank Limited

Gopalgonj Branch, Gopalgonj.

Copy
M. Faruk

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 07/05/17 নম্বর:
এজিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. স্বাক্ষর করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সমাধান করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 30(Thirty) Days Leave(Outside Bangladesh) with full pay to visit India

Dear Sir

We have the pleasure to advice you that in consideration of your prayer and recommendation of Sonali Bank Limited, Personnel Management Division (Section-3), HO, Dhaka Ref. Letter No. PMD/SEC-3/PF/PO/19795, 6567, Dated: 19/04/2017 the authority has sanctioned 30(thirty) days leave (Outside Bangladesh) with full pay from 07/05/2017 to 05/06/2017 of a ailment with a permission to visit the religious/historical places in India Under the following terms and conditions.

Conditions:

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
- (2) It will be treated as "Leave Outside Bangladesh".
- (3) Staying abroad over the sanctioned period will not be allowed.
- (4) This sanction letter will remain valid for 03(three) Months from the date of issue.

Yours Faithfully

Sd/
Swapan Kumar Guha
Manager (SPO)
(Swapan Kumar Guha)
Sonali Bank Limited
Gopalgonj Branch

Copy forwarded for kind information Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur. It has a reference to their letter no. 1611, dated 09 April, 2017.
02. Deputy General Manager, Sonali Bank Limited, Personnel Management Division (Section-3), Head Office, Dhaka.
03. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
04. Assistant General Manager, Sonali Bank Limited, Regional Office, Gopalgonj.
05. Immigration Officer, Hazrat Shahjalal(Rh) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports,/ All other International Airports of Bangladesh.
07. Personal File/Office copy/Master Copy/Email.copy.

[Signature]
Manager